



Manager's Report

for Council Meeting of July 27, 2004

FINANCE

Listed below are new businesses licensed during this period:

Business Name

Bennie Broker
Cabana Boy
East Coast Coffee Inc
Food for Love
Hair Cattery #3249
Joygems Unique Jewelry Designs by Deanna
K3ONLINE.com
Mattress Warehouse of Leesburg
Panera Bread
Quest Diagnostics
Sunnyland National Promotions
TM Technology Partners Inc
USA Mattress & Floor Design (new owner)
Woodstock Company for Antiques

HUMAN RESOURCES

New hires, promotions, transfers and separations for the period of July 12 – July 23, 2004:

New Hires

Ann Ford	Administrative Asst II	Planning & Zoning
Sarah Kozup	Police Officer	Police Department
Mark Manocchio	Police Officer	Police Department
Joseph Marsten	Police Officer	Police Department
Julie Welter	Aquatics Supervisor	Parks and Recreation

Promotions

Nagi Elsewassi	Director, Capital Projects Mgmt	Ofc Capital Projects Mgmt
David Robertson	Utility Plant Op Trainee	Water Supply
David Evans	Systems Technician I	Parks and Recreation

Transfers

Separations

Resignations:

Lee Ann Green	Executive Associate I	Executive
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Retirements

Terminations

PLANNING DIVISION:

DIVISION OF CURRENT PLANNING PLAN REVIEW ACTIVITY			
PLANS REVIEWED DURING THE PERIOD OF: JULY 7, 2004 – JULY 20, 2004			
Project Name	Project Type	Submission Number	Proposal Description
Leesburg Veterinary Specialist (Carlton Subdiv, lots 1 & 2) (100-200 block of Fort Evans Rd)	Request for Preliminary/Final Development Plan Authorization	1 st	
Fort Evans Plaza II TLSE-2004-0013 (300-500 block of Fort Evans Rd)	Special Exception Referral	1 st	Construction of 228,000 square feet of mixed retail uses.
Stratford Ryland, Landbay E (MF) DP-2000-18 (Hope Pkwy)	Easement Plat	1 st	Waterline for fire line to clubhouse.
Waterside at Leesburg TLZM-2004-0005 (Future Gateway Dr/Davis Ave)	Rezoning Referral	2 nd	201 residential uses on 51 acres.
25 First Street TLDW-2004-0004	No Adverse Impact Certification/ Development Plan Waiver	1 st	
Exeter Neighborhood Center DP-89-02 TLPF-2004-0014 (700 block of Fieldstone Dr)	Preliminary/Final Development plan	6 th	Construction of a 40,000 square foot retail shopping center (strip design).
Potomac Station, Parcel B Convenience Store TLSE-2004-0004 (SE corner of Battlefield Pkwy/Potomac Station Dr.)	Special Exception Referral	2 nd	Construction of a 2900 square foot convenience store, eight gas pumps and 1,012 square foot car wash.
Battlefield Marketplace TLRD-2003-0005	Revision to Approved Final Development Plan	5 th	
Ron Caglione (29 Sycolin Rd) Office Building	Request for Buffer Yard Reduction	1 st	
River Creek, Section 1A, Phase VII, Shoal Creek Drive	Construction Drawings	6 th	Waterline Improvements.
Simpson Middle School Extension of Public Water Service Line TLCI-2003-0002 (490 Evergreen Mill Road)	Capital Improvement Plan	4 th	Extension of water service line.
Airport Commerce Park TLMS-2004-0001 (100 block of Blue Seal Dr)	Minor Subdivision Plat	3 rd	Creation of a 3 lot industrial subdivision
Banyan Cove TLPF-2004-0010 (900 block of Edwards Ferry Road)	Preliminary/Final Development Plan	1 st	Construction of 15 multifamily units/condos.

PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF: JULY 7, 2004 – JULY 20, 2004			
Project Name	Project Type	Submission Number	Proposal Description
Town of Leesburg WPCF Upgrade/Expansion & Utility Lines Division Maintenance Building TLCI-2003-0001	Capital Improvement plan	2 nd	Upgrade & expansion of existing WPCF and Utility buildings.
Catoctin Circle Center Bank & Parking Garage TLSE-2004-0006 (0-100 block of Catoctin Circle behind the Giant grocery store)	Special Exception Referral	2 nd	Construction of a 10,000 square foot drive-thru bank building and parking garage structure.
Fort Evans Plaza II (300-500 block of Fort Evans Rd)	Request for Preliminary/Final Development Plan Authorization	1 st	
Star Pontiac, Buick, GMC TLPF-2004-007 (East Market Street)	Preliminary/Final Development Plan	1 st	Building addition showroom
Airport Commerce Park TLMS-2004-0001	Minor Subdivision Plat	3 rd	
Potomac Station Cinema De Lux	Request for Preliminary/Final Development Plan Authorization	3 rd	
River Creek, Section 1A, Phase VII, Shoal Creek Drive	Construction Drawings	6 th	Waterline improvements
Loudoun National Bank TLSE-2004-0028	Special Exception Referral	1 st	
Stratford Ryland Lake facility DP-2000-20 (Hope Parkway)	Revision to Approved Development Plan	2 nd	
Stratford Ryland, Landbay E DP-2000-20 (Hope Pkwy)	Easement Plat	1 st	Waterline for fire line to clubhouse
Battlefield Marketplace TLRD-2003-0005	Revision to Approved Final Development Plan	5 th	
Holy Trinity Lutheran Church TLPF-2004-0010	Preliminary/Final Development Plan	2 nd	10,500 square foot classroom additions
PLANS APPROVED DURING THE PERIOD OF: JUNE 15, 2004 – JULY 6, 2004			
Project Name	Project Type	Submission Number	Proposal Description
River Creek, Section 1A, Phase VII, Shoal Creek Dr.	Construction Drawings	6 th	<i>Approved – Waterline improvements</i>
Battlefield Marketplace TLRD-2003-0005	Revision to Approved Final Development Plan	5 th	<i>Approved</i>

ZONING DIVISION**Zoning Permits Issued Residential**

None

Zoning Permits Issued Commercial

940-B Edwards Ferry Road NE - interior alteration - \$2,500.00 - Shenandoah Shopping Ctr.
625 Potomac Station Drive NE - occupancy only
1017 Edwards Ferry RD NE - car wash on existing Mobile Gas Station - \$60,000 - Battlefield Shopping Ctr.
11 N. King Street – awning - \$2,200.00
211 Loudoun ST SE - interior fit-up - \$75,000
803 Sycolin RD SE - tenant fit-up - \$13,000 - Richlynn
224 Cornwall ST NW - interior demolition - \$20,000 - Loudoun Healthcare /Hospital
224 Cornwall St NW - interior alteration - \$480,000 - Loudoun Healthcare /Hospital
346 East Market ST - Demolition
241 Fort Evans Rd, unit# 1633 - interior fit-up -Leesburg Outlets
1001 Sycolin RD SE - antenna - Leesburg Executive Airport

Occupancy Permits Issued Residential

Potomac Crossing - 2 SFA, 2 SFD
Potomac Station - 4 SFA
Hamlets at Leesburg - 2 SFA/Duplex

Occupancy Permits Issued Commercial

675 Potomac Station Drive NE - Potomac Station Market Place
673 Potomac Station Drive NE - Potomac Station Market Place
1001 Sycolin RD SE - Leesburg Airport
1200 Edwards Ferry RD NE New/Retail Target - Battlefield Market Place

Special Exceptions: 28 Active or Under Review for Acceptance:

1. TLSE-2003-0004 Water Pollution Control Facility Expansion & Utility Lines Division Maintenance Building: Located at 1391 E. Market Street. This application seeks to expand an existing water treatment facility (“Water Pollution Control Facility”) from 5 MGD to 7.5 MGD plus relocation of the Utility Lines Division service facility to the western portion of the site. The Planning Commission public hearing was held on June 3, 2004. On June 17, 2004 the Planning Commission voted 5-0-2 to recommend approval of this application with conditions. A preview of this application is scheduled for the July 12, 2004 Council work session. **A public hearing before Council is scheduled for July 27, 2004.**
2. TLSE-2003-0007, 9 Cardinal Park Drive (Jerry's Ford): Located in the southwest quadrant of the intersection of Trailview Boulevard and Cardinal Park Drive. The applicant John's Ford, Inc. t/a Jerry's Leesburg Ford seeks special exception approval for an outdoor vehicle storage use on a portion of a 3.58-acre parcel. The plans were rejected for review on November 19, 2003. The applicant is currently working on resubmission of the application.
3. TLSE-2004-0002 Leesburg Plaza West: Located on north side of East Market Street behind the Long & Foster building. The applicant seeks special exception approval to permit a 3,663 square foot bank with three drive- thru lanes on a proposed 54,000 square-foot pad site. The plans were accepted for review on February 18, 2004 and are currently under review.
4. TLSE-2004-0003 Leesburg Plaza East: Located at the northwest quadrant of the intersection of Plaza Street and Market Street (in front of the Peebles store). The applicant seeks special exception approval to permit a 3,244 square foot bank with two drive- thru lanes

on a proposed 34,590 square foot pad site. The plans were accepted for review on February 18, 2004 and are currently under review.

5. TLSE-2004-0004 Potomac Station Gas Station/Convenience Store: Located at the southeast quadrant of the intersection of Battlefield Parkway and Potomac Station Drive. The applicant seeks to build a 2,900 square foot convenience store with eight (8) gas pumps and a 1,012 square foot car wash. The application was officially accepted for review on March 4, 2004 and is currently under review by staff.
6. TLSE-2004-0005 Stanfield at Greenway: Located at 1241 S. King Street (the old Greenway Manor and outbuildings). The applicant Stanfield Company, L.L.C. seeks special exception approval to build a 300-seat conference center in the existing manor house. The plans were submitted on March 9, 2004 and were officially rejected on March 22, 2004 due to deficiencies in the required traffic study and lack of required owners' signatures.
7. TLSE-2004-0006 Catoctin Circle Center - Bank: Located along Catoctin Circle, S.E. (behind the Giant grocery store). The applicant Waterford Holdings L.L.C. seeks special exception approval to build a 10,000 square foot bank with drive- thru windows. The application was officially accepted for review on April 16, 2004. Revised plans were submitted July 15, 2004 and have been referred to staff for review.
8. TLSE-2004-0007 Catoctin Circle Center – Parking Garage: Located along Catoctin Circle, S.E. (behind the Giant grocery store). The applicant Waterford Holdings L.L.C. seeks special exception approval to build a 120,000 square foot parking garage for 400 vehicles. The application was officially accepted for review on April 16, 2004. Revised plans were submitted July 15, 2004 and have been referred to staff for review.
9. TLSE-2004-0008 Meadowbrook Bank Drive-thru-EAST: Located along the East side of Rt.15 South, opposite Greenway Farm. The applicant Centex homes requests a 5,000 square foot bank with a drive-thru window. The application was submitted April 7, 2004 and officially accepted for review on May 4, 2004. It is currently under review by staff.
10. TLSE-2004-0009 Meadowbrook, Bank Drive-thru-WEST: Located along the East side of Rt.15 South, opposite Greenway Farm. The applicant Centex homes requests a 5,000 square foot bank with a drive-thru windows. The application was submitted April 7, 2004 and was officially accepted for review on May 4, 2004 It is currently under review by staff.
11. TLSE-2004-0010 Meadowbrook, Convenience Store/Gas Pumps: Located along the East side of Rt.15 South, opposite Greenway Farm. The applicant Centex homes requests a 7,000 convenience store with 12 gas pumps. The application was officially accepted for review on May 4, 2004 and is currently under review by staff.
12. TLSE-2004-0011 Hertz Rent-A-Car: Located at 4 Cardinal Park Drive, S.E. in an existing auto body repair shop (Craftsman Auto Body). The applicant requests ability to rent autos to auto body shop- patrons. The application was submitted April 8, 2004, resubmitted May 4, 2004 and rejected for acceptance on May 12, 2004. The applicant is currently working on resubmission of the application.
13. TLSE-2004-0012 Real Estate Holdings: Located on the South side of East Market St., east of Shenandoah University campus. The applicant requests two auto dealerships. The

application was submitted April 12, 2004 and was officially accepted for review on April 27, 2004. It is currently under review by staff. (See also related application TLZM-2004-0003)

14. TLSE-2004-0013 Fort Evans Plaza II-Mixed Retail: Located on the north side of Fort Evans Rd, opposite the Sycamore Hills subdivision. The applicant requests 228,000 square feet of mixed retail. The application was submitted April 19, 2004, and resubmitted April 28, 2004. The application was officially accepted for review on May 11, 2004 and is currently under review by staff.

15. TLSE-2004-0014 Fort Evans Plaza II- Bank NORTH: Located on the north side of Fort Evans Rd, opposite the Sycamore Hills subdivision. The applicant requests a 4,500 square foot bank with drive-thru windows. The application was submitted April 19, 2004 and resubmitted April 28, 2004. The application was officially accepted for review on May 11, 2004 and is currently under review by staff.

16. TLSE-2004-0015 Fort Evans Plaza II- Bank SOUTH: Located on the north side of Fort Evans Rd, opposite the Sycamore Hills subdivision. The applicant requests a 4,500 square foot bank with drive-thru windows. The application was submitted April 19, 2004, and resubmitted April 28, 2004. The application was officially accepted for review on May 11, 2004 and is currently under review by staff.

17. TLSE-2004-0016 Fort Evans Plaza II- Fast Food Restaurant/ Drive Thru: Located on the north side of Fort Evans Rd, opposite the Sycamore Hills subdivision. The applicant requests a 3,000 square foot fast food restaurant with a drive-thru window. The application was submitted April 19, 2004 and resubmitted April 28, 2004. It was officially accepted for review on May 11, 2004 and is currently under review by staff.

18. TLSE-2004-0017 Nextel – Stealth Monopole: Located in the Fort Evans Plaza Shopping Center behind the Food Lion Grocery Store. The applicant Nextel Communications requests permission to replace an existing light pole with a telecommunications monopole. The application was officially accepted for review on May 4, 2004. The Planning Commission public hearing was held on July 1, 2004. The Commission denied the application 7-0 at its July 15, 2004, meeting. (See also related application TLCP-2004-0001). **A public hearing before Council is scheduled for September 14, 2004.**

19. TLSE-2004-0018 Gate House Networks/Edwards Landing: Located along Woods Edge Drive, N.E. at the intersection of that road and Chickasaw Place, N.E. The applicant Gate House Networks requests permission to build a 448 square foot equipment building with three satellite dishes on HOA property. The plans were submitted on June 10, 2004 and were officially rejected on June 22, 2004 due to failure to meet minimum submission requirements.

20. TLSE-2004-0019 Village at Leesburg – Residential Land Bay “A”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc. requests permission to build 85 apartment units in the B-4 Zoning District. The plans were submitted on June 11, 2004 and were officially rejected on June 24, 2004 due to failure to meet minimum submission requirements.

21. TLSE-2004-0020 Village at Leesburg – Parking Garage #1 in Land Bay “A”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc. requests permission to build a 105,000 square foot parking garage in the B-4 Zoning District.

The plans were submitted on June 11, 2004 and were officially rejected on June 24, 2004 due to failure to meet minimum submission requirements.

22. TLSE-2004-0021 Village at Leesburg – Parking Garage #2 in Land Bay “A”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc. requests permission to build a 70,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004 and were officially rejected on June 24, 2004 due to failure to meet minimum submission requirements.

23. TLSE-2004-0022 Village at Leesburg – Parking Garage #3 in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc. requests permission to build a 49,000 square foot parking garage in the PRC Zoning District. The plans were submitted on June 11, 2004 and were officially rejected on June 24, 2004 due to failure to meet minimum submission requirements.

24. TLSE-2004-0023 Village at Leesburg – Parking Garage #4 in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. Applicant KSI Services, Inc. requests permission to build a 72,000 square foot parking garage in the PRC Zoning District. The plans were submitted on June 11, 2004 and were officially rejected on June 24, 2004 due to failure to meet minimum submission requirements.

25. TLSE-2004-0024 Village at Leesburg – Bank with Drive-Thru in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc. requests permission to build a 5,000 square foot bank with five drive- thru lanes and an ATM in the PRC Zoning District. The plans were submitted on June 11, 2004 and were officially rejected on June 24, 2004 due to failure to meet minimum submission requirements.

26. TLSE-2004-0025 Village at Leesburg – Parking Garage #5 in Land Bay “E”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc. requests permission to build a 108,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004 and were officially rejected on June 24, 2004 due to failure to meet minimum submission requirements.

27. TLSE-2004-0026 Village at Leesburg – Hotel in Land Bay “E”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc. requests permission to build a 118,000 square foot hotel with 115 rooms in the B-4 Zoning District. The plans were submitted on June 11, 2004 and were officially rejected on June 24, 2004 due to failure to meet minimum submission requirements.

28. TLSE-2004-0027 Arby's at Potomac Station Retail Center: Located in the southeastern quadrant of the intersection of Battlefield Parkway and Potomac Station Drive in the Potomac Station Shopping Center. The applicant Master Design of Fairfax, Va. requests permission to build a 3,250 square foot fast food restaurant with a drive-thru window on a 0.93 acre pad site. The application was submitted on July 2, 2004 and was officially rejected on July 14, 2004 due to failure to meet minimum submission requirements.

29. TLSE-2004-0028 Loudoun National Bank: Located at 204 Catoclin Circle, S.E. (adjacent to the new Loudoun Motor Sports building). The applicant Loudoun National Bank requests permission to construct a 10,750 square foot building with 6,000 square feet of bank uses, including a drive-thru window in the B-2 District. The application was submitted on July

6, 2004 and was officially accepted for review on July 14, 2004 and is currently under review by staff.

Commission Permits: 1 Active:

1. TLCP-2004-0001 Nextel – Stealth Monopole: Located in the Fort Evans Plaza Shopping Center behind the Food Lion Grocery Store. The applicant Nextel Communications requests permission to replace an existing light pole with a telecommunications monopole. The application was officially accepted for review on May 4, 2004. The Planning Commission public hearing was held on July 1, 2004. The Commission denied the application 7-0 at its July 15, 2004, meeting. (See related application TLSE-2004-0017). The applicant may appeal this decision to Council.

Rezoning: 6 Active or Under Review for Acceptance:

1. TLZM-2002-0005 Misty Ridge Rezoning: Located on the east side of Sycolin Road across from the Stratford planned development, the applicant (D.R. Horton Company) seeks to rezone 7.9 acres from R-1 to R-4 to permit 17 single family detached residential units on the property. Staff received revised plans on May 30, 2003. The Planning Commission public hearing has been rescheduled at the applicant's request to provide additional time for staff and the applicant to address outstanding issues.
2. TLZM-2003-0005 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Isaak Walton Park. The applicant Waterside at Leesburg, LC, c/o ESDC, Inc. seeks to rezone approximately 51.5 acres from R-6, B-2 and B-3 to PRN to permit 201 residential units. The plans were accepted for processing by the town on November 21, 2003. Revised plans were submitted on May 4, 2004 and are currently under review.
3. TLZM-2004-0001 Meadowbrook: Located on the east side of Route 15, south of the Route 15 Bypass and west of Evergreen Mill Elementary School. The applicant Centex Homes seeks to rezone 324 acres from R-1 to PRC (Planned Residential Community) to permit 1,356 dwelling units and 275,000 square feet of commercial uses on the property. The application was officially accepted for review on May 4, 2004 and is currently under review by staff.
4. TLZM-2004-0002 Stanfield Properties at Greenway Farms: Located at 1241 S. King Street (the old Greenway Manor and outbuildings). The applicant Stanfield Company, L.L.C. seeks amendments to the approved Concept Development Plan and Proffer Statement for ZM-101 Allman Property to build a 300-seat conference center in the existing manor house and a 400-seat performing arts center. The plans were submitted on January March 9, 2004 and were officially rejected on March 22, 2004 due to deficiencies in the required traffic study and lack of required owners' signatures.
5. TLZM-2004-0003 Real Estate Holdings: Located on the South side of East Market St. east of Shenandoah University campus. The applicant requests an amendment to ZM#129 Leesburg Auto Park, to allow for two auto dealerships. The application was submitted April 12, 2004 and was officially accepted for review on April 27, 2004. (See also related application TLSE-2004-0012)
6. TLZM-2004-0005 Village at Leesburg: Located on the south side of Route 7 east of Cochran Mill Road (old Leesburg Commons property). The applicant KSI Services, Inc. seeks to rezone 158.45 acres from the I-1 District to B-4 (89.51 acres) and PRC (60.60 acres) to permit 635 residential dwelling units and 1,020,400 square feet of nonresidential uses on the

property. The plans were submitted on June 11, 2004 and were officially rejected on June 24, 2004 due to failure to meet minimum submission requirements.

Town Plan Amendments: 3 Active or Under Review for Acceptance:

1. TLTA-2003-0001 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Isaak Walton Park. The applicant Waterside at Leesburg, LC, c/o ESDC, Inc. seeks to amend the Transportation Element of the 1997 Town Plan to eliminate the extension of the Dulles Greenway from its interchange with the Route 15 Bypass to Catoctin Circle. The amendment was accepted for processing by the town on November 21, 2003. Revised plans were submitted on May 4, 2004 and are currently under review.
2. TLTA-2004-0001 Meadowbrook: Located on the east side of Route 15, south of the Route 15 Bypass and west of Evergreen Mill Elementary School. The applicant Centex Homes seeks to amend the Transportation Element of the 1997 Town Plan to relocate Battlefield Parkway across the property. The application was officially accepted for review on May 4, 2004 and is currently under review by staff.
3. TLZM-2004-0005 Village at Leesburg: Located on the south side of Route 7 east of Cochran Mill Road (old Leesburg Commons property). The applicant KSI Services, Inc. seeks to amend the Transportation Element of the 1997 Town Plan to replace the cloverleaf interchange at the intersection of Route 7 and River Creek Parkway with a diamond interchange. The plans were submitted on June 11, 2004 and were officially rejected on June 24, 2004 due to failure to meet minimum submission requirements.

Zoning Ordinance Amendments:

1. ZOAM 2004-0002: Council initiated these amendments to various sections of the Zoning Ordinance at the May 11, 2004 meeting under Resolution No. 2004-73. A public hearing before the Planning Commission was held on June 3, 2004. On June 17, 2004 the Planning Commission voted 5-0-2 to recommend approval of these amendments. A preview of this application is scheduled for the July 12, 2004 Council work session. **A public hearing before Council is scheduled for July 27, 2004.**

Board of Zoning Appeals Cases

None scheduled for the August meeting.

Board of Architectural Review Cases

The most recent B.A.R. meeting was held on Monday, July 19, 2004. The agenda included 20 applications.

WATER & SEWER ADMINISTRATION**During this time frame there were:**

- 7 Public Facility Permits issued totaling \$169,997.00
- 21 work orders issued for meter sets
- 28 requests for occupancy inspection were issued.

Capital Projects Update

- During this period, six plans were received and reviewed with four requests processed for water and sewer system computer modeling.

- Several meetings were held with the developers and engineers to review upcoming projects.
- The final construction plans for the expansion and upgrade of the WPCF and Utility Maintenance Building have been received and submitted to the Planning Department for review. Planning Commission has forwarded the special exception applications for Town Council's Public Hearing.
- Updates to water and sanitary sewer system maps have begun, including GIS positioning.
- The Woodlea Manor Booster Station Project has been advertised and bids are due August 24, 2004.
- Grading permit applications for the Woodlea Manor Booster Station and Utilities Maintenance Building have been submitted to Loudoun County.

WATER POLLUTION CONTROL DIVISION

Air Emissions Permit Revised

The Air Emissions Permit for the Water Pollution Control Facility has been revised for the WPCF Expansion and Upgrade Project 7.5. This permit supersedes this previous permit issued in December 1999, and contains requirements related to process operations, emissions limitations, testing, monitoring, record keeping, and notifications.

UTILITY LINES DIVISION

Installations made during this period:

- Installed new 1 ½ service w/ setter, meter box, frame & lid at Providence Baptist Church.

Training

- Ken Binder, Mike Nolan & Alex Barrett attended a Pipe Horn demonstration.
- Mike Cummings, Rodney Conner & Lesley McClaughry attended the EAC meeting.
- Jason Ziemann attended a Moral Committee meeting.
- Ken Binder, Mike Nolan & Herb Gallahan attended an Eastern Meter Management meeting.
- The Utility Lines Division held a safety meeting on 7/16/04.
- Mark Hutchison, Mike Osman & Stanley See attended a Diamond Blade demonstration.

Summary Programs

- Staff completed 24 new connections to town utility system
- Staff performed 3 water leak repairs
- Staff responded to 587 requests to locate utilities (Miss Utility).

TOWN OF LEESBURG

Full-time vacancies as of July 23, 2004

Department	# Vac	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
Econ Dev	1	Administrative Associate II	3/9/01	On hold*					
Finance	1	Staff Accountant	5/21/04	√	√				
	1	Management & Budget Analyst	6/4/04	√	√				
	1	Finance Operations Manager	6/11/04	√	√	√	√		
	1	Chief Accountant (Deputy Director)	6/11/04	√	√	√	√		
	1	Administrative Assoc I	7/1/04						
Eng & PW	1	Senior Engineer (readvertise 3-1-04)	7/1/02	√	√				
	1	Senior Engineer	3/22/04	√	√	√	√	√	√
	1	Asst. Street Superintendent	6/11/04	√					
	2	Maintenance Worker II	7/1/04	√	√	√			
	2	Maintenance Worker I	7/1/04	√					
	1	Senior Engineer-Stormwater Management	7/1/04	√					
	1	Senior Engineer-Capital Projects	7/1/04	√					
HR	1	Generalist	7/1/04						
P&R									
	1	Recreational Program Supv	5/18/04	√	√				
	1	Head Preschool Teacher	5/19/04	√	√				
P & Z	1	Planner	3/5/04	√	√				
Police	1	Communication Technician	6/28/04	√	√				
	1	Police Officer	5/23/04	√					
	1	Police Officers	7/1/04	√					
	1	Communication Technician	7/1/04	√					
	1	Communication Technician	6/24/04						
Util Admin	1	Senior Engineer	7/1/02	On hold*					
Util Lines	1	Util Maintenance Worker II	11/10/03	√	√				
	1	Maintenance Worker II	6/11/04	√	√				
	1	Maintenance Worker III	6/15/04	√					
	1	Maintenance Worker III	7/1/04	√					
Water Supply	1	Sr. Utility Plant Operator	7/1/04	√					

WPCD	1	Utility Plant Operator	4/16/04	√	√				
	1	Utility Plant Supervisor	4/16/04	√	√				
TOTAL	32								

**On hold* = Department is not actively recruiting this position.

***Frozen* = Department has identified this position to remain vacant for the rest of the fiscal year for budgetary reasons.

R. S. Noe